



Virtual SYSCOM SeaPort

**Release 37 System Changes
Overview**

Version 1.1

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Document History

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0.1	4/5/2006	Aquilent	System changes updates for Release 37 beta deployment
1.0	4/24/2006	Aquilent	Updated for Release 37 Production Deployment
1.1	5/11/2006	Aquilent	Updated to include description of Administrative / Payment Office changes.

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1 System Enhancements

1.1 Ad Hoc Email Notifications

SeaPort now provides a means for Field Administrator Users to send out bulk email notifications to their activity (-ies). This is available under System Admin->Email Manager.

1.2 Customer Feedback Survey Distribution

Previously, customer surveys were automatically sent to the Originator of a package upon a task order's execution – even if the Originator resided in the Contracting Activity. Release 37 prevents Customer Feedback Surveys from being distributed to 1102/PCO users in these cases.

1.3 Package Visibility

Procurement packages from other commands/activities outside of a user's own will now be accessible via the Document Library once a package reaches Solicitation Released status. Solicitation Amendments and Task Orders that are in draft form will not be accessible until they are released or executed, respectively.

1.4 1102 Sandbox

The 1102 Sandbox feature has been disabled as it was deemed no longer necessary.

1.5 Financial Icon

Release 37 addresses an issue whereby the Financial Icon linking to an outdated FAD sheet module was still being displayed on the Package Home screen. This icon has been removed.

1.6 Cancel Package

Release 37 provides the capability to Cancel a procurement entirely. Unlike Suspended packages, packages with Cancelled status shall not be able to be re-opened and issued. Cancelled packages shall not appear in SeaPort report output. Cancelled packages will also not display in the Document Library without specifically choosing a filter to search on packages in that state.

1.7 Password Change Email Confirmation

As a security measure, users who use the Change Password function will be emailed a confirmation message.

1.8 Attachment Size

SeaPort has increased the attachment size limit for document uploads to 50 MB.

1.9 Login Page Warning

A warning message has been added that appears upon login. The screen communicates that Contractor (industry) personnel are prohibited from accessing the Government Portal.

1.10 Approve Users Flag

Release 37 addresses an issue whereby field administrators that manage more than one activity were not being notified of new user registrations.

2 PR / Solicitation Module Enhancements

2.1 Advanced Planning Point Of Contact

Previously, the "1102/PCO" field was a required fill-in on the Advanced Planning form. This presented a problem during package origination, as the originator may not have known this information. This field has been made optional within the Purchase Request phase.

2.2 Advanced Planning Date Edits

Release 37 addresses a defect found in the Advanced Planning form, whereby changes to Estimated Dates previously entered were not being saved properly.

2.3 Save Advanced Planning Data

Release 37 addresses a defect whereby there was no Save button visible from the Advanced Planning panel.

3 Bid Evaluation Module Enhancements

3.1 Bid Evaluation – Open Round For Evaluation

SeaPort now provides the capability for users identified as the Contract Specialist/Negotiator for a package to classify bidder attachments, as well as open the round for evaluation. This capability is configurable at the Activity level (by default, this feature is enabled for all Activities).

3.2 Advisor Notification

Users assigned as "Advisors" for a package will now receive an email notification when the round is opened for evaluation.

3.3 Contract Visibility

SeaPort now provides the capability to review relevant contract data for each offeror within the Bid Evaluation module. Information shall include:

- MAC Name
- Contract Number
- Address
- City
- State
- Zip
- CAGE Code
- DUNS
- Administrative Office
- Payment Office
- Contract Start Date
- Contract End Date
- Savings Min (present as x.yy %)
- Pass Thru Max (present as x.yy %)
- Escalation Rate (present as x.yy %)
- Profit Fee (present as x.yy %)
- Volume Discount
- Volume Threshold
- Business Ownership
- Geographic Zones

Contract data will only be visible to Cost Evaluators, the Evaluation Chairman, and Advisors (no access will be provided to non-cost evaluators).

3.4 Bid Evaluation Vendor Attachments

SeaPort will now group by Prime and Subcontractor, and display the name of the contractor submitting an attachment within the Bid Evaluation module. Previously, Prime and Subcontractor attachments were not labeled, making it difficult to quickly ascertain the source of the data.

4 Task Order Module Enhancements

4.1 Read-Only Administrative & Payment Office Values

The Administrative and Payment Office fields have been pre-populated and made non-editable with Release 37. The reason for this change is to prevent payment issues associated with invoicing through WAWF (Wide Area Work Flow), and to avoid potential discrepancies between the offices listed on a task order and the offices listed on the underlying contract documents. The system now mandates that the Administrative and Payment offices on the task order be automatically populated with those which are listed on the base contract.

4.2 DoDAAC Dropdown List

The DoDAAC list found on the DD350 panel has been expanded to include a dropdown list of all accessible codes.

4.3 DoDAAC Validation

The system shall validate that a DoDAAC entry has been made within Block E4 of the DD350 panel prior to a task order being executed.

4.4 Monthly Unit of Issue

Users will now be able to select "Labor Months" within the Unit of Issue field of a CLIN/SLIN detail screen.

4.5 CLIN/SLIN Wizard

SeaPort-e users will now be able to leverage the CLIN/SLIN Wizard functionality for Informational CLINs. This previously was available only for solicitations issued under SeaPort Original. The Wizard allows users to streamline the process of creating CLINs/SLINs with associated option periods.

4.6 Incremental Funding Total

SeaPort now provides an ongoing cumulative funding amount when adding incremental funding to an order. Previously, a validation was not run until the user saved or navigated away from the Funding screen.

4.7 Approval Tab Display

Release 37 addresses an issue where an Approval tab was made visible to users from within the CLIN/SLIN detail screen within the Pricing Panel.

4.8 Priced CLIN Ordering

Release 37 addresses an issue whereby Priced CLINs were not being sorted and displayed in ascending order.

4.9 ODC Numbering

Release 37 addresses an issue whereby the system was not assigning the appropriate ID number for ODC CLINs and SLINs.

4.10 ACRN Format

Validation on the ACRN field within the Long Line of Accounting screens has been revised to allow for Alphanumeric ACRN combinations.

4.11 LLA Timeout Error

Release 37 addresses a timeout issue found when clicking on the 'LLA' tab for certain task orders.

4.12 Edit Bilateral Modification Effective Date

SeaPort now provides the capability for the Effective Date of a Bilateral Modification to be edited following vendor signoff via the Execution confirmation screen.

4.13 Bilateral Modification Status

Bilateral modifications that have been previously distributed to vendors and are then unlocked will be given a status of 'Not Sent To Contractor', as any changes would require a reposting of the modification. Previously, the status of 'Sent To Contractor' was retained in this scenario.

4.14 All SLINs Approved Field

Validation on the 'All SLINs Approved' field has been removed for non-funding actions.

4.15 Unilateral Task Order Event Error

Release 37 addresses an issue whereby users were prevented from creating a Unilateral Task Order Event for split task order awards

5 Award Document Enhancements

5.1 Funding Total Summary

Task Order Modifications that involve funding will now include a system-generated summary statement within the General Information section that provides a synopsis of the funding change.

5.2 Section G Display

Release 37 addresses an issue whereby only the first 22 characters of a PR Number and 33 characters of a Standard Document Number were displayed.

5.3 Append ACRN In Award Document

With Release 37, SeaPort will prepend the Long Line of Accounting information with the ACRN value in the award document output. The system will also validate what has been added to prevent the ACRN from being displayed twice (for those users that included the ACRN at the beginning of the LLA field).

5.4 Remove TIN

Per direction from the SeaPort contracting office, TIN has been removed from display within the Award Document (TIN for a sole proprietorship business is typically a social security number).

6 Report Module Enhancements

6.1 Command Filter

SeaPort now provides the ability to filter by Command for all existing Reports.

6.2 Activity Filter

SeaPort now provides the ability to filter by Activity for all existing Reports. Users can also select more than one Activity to include in the result set.

6.3 New Question Email Notification

Both the Contract Officer and Contract Negotiator will receive an email notification when new questions are submitted within the Vendor Portal.

6.4 Report Viewer

Reports are now generated in Dynamic HTML, removing the need for a user's machine to download and install the Crystal Viewer ActiveX control (this had presented issues for certain NMCI users).

7 Vendor Portal / Bid Event Site Enhancements for Government Users

7.1 Enable Solicitation Event Access

With Release 37, SeaPort will afford both the Contract Officer and Contract Negotiator the same level of access to a Solicitation Event. Previously, only the individual who created a Bid Event would have access to make changes, answer questions from industry, etc. Going forward, the identified Contract Officer and Contract Negotiator will also be able to perform these functions along with the Event Creator.

7.2 Set Aside Label

The wording indicating the set-aside option within an Event Description has been revised. What was previously referred to as 'Full' has been re-labeled to 'SB Set-Aside' to eliminate any potential confusion on the part of the participating vendors.

7.3 Event Creation Wizard – Step 2

Step 2 of the Event Creation Wizard on the Vendor Portal has been revised. A note has been added saying "Fields denoted with * are required only if you are adding attachments." to avoid confusion.

7.4 Event Creation Wizard – Step 5

Release 37 addresses an issue where the Refresh Preview button on Step 5 of the Event Creation Wizard yielded typographical errors on the resulting page's buttons.

7.5 New Question Email Notification

Both the Contract Officer and Contract Negotiator will receive an email notification when new questions are submitted within the Vendor Portal.